



# Teams

## Rideshare Week Team

This team creates and oversees the annual Rideshare Week campaign conducted each year during the third week of October. Individuals are encouraged to try ridesharing through the use of a catchy theme, prizes and promotional tools and materials. Team members serve on the prizes, promotions or materials subcommittees. The team co-leaders coordinate the subcommittees, secure resources and track overall progress of the team's activities.

### *Objectives:*

- ◆ Create a statewide campaign for Rideshare Week campaign to be promoted by worksites and transit agencies.
- ◆ Plan campaign events that will encourage individuals to try ridesharing.
- ◆ Select campaign slogan that can work for all employment types and general commute trips. Solicit statewide prize donations.
- ◆ Develop a statewide poster and easy-to-reproduce promotional materials such as flyers, sample newsletter articles, payroll stuffers, and entry forms.

## Smart Moves Team

This team creates and oversees the annual Smart Moves campaign (formerly "Oil Smart") conducted each year during the month of April. The team operates through several subcommittees, including prizes, promotions, media and materials.

### *Objectives:*

## Vanpool Operations Team

Composed of newcomers and seasoned veterans from the public and private sector, this team identifies improvement opportunities and shares experiences. The team works on issues of common interest and may make recommendations to either the Board for workshop topics or to different organizations for action or consideration for action.

### *Objectives:*

All interested individuals are welcome to join any team. However, to be a team leader you must be a WSRO member (organizational or associate) in good standing.

# ***Format for Team Planning***

Team Name: \_\_\_\_\_

Date: \_\_\_\_\_

Team Leader: \_\_\_\_\_

## ***OVERALL PROCESS BETWEEN BOARD AND WSRO TEAMS:***

1. Team decides on policy, projects, and/or budget items the team wants to promote.
2. Requests and/or recommendations made to board either directly by the team leader or through board liaison.
3. Board discusses items and takes action and/or makes recommendations to the team leader and/or to the general membership.
4. Board relays recommendation directly to the team or through team leader or board liaison.
5. Information relayed to other team members, and/or the general membership with team making recommendations back to the board.
6. Board makes final decision or takes appropriate action.
7. Action taken by team.

## ***TEAM PROCESS***

### **Team Objectives:**

- ♦ Briefly describe the objectives of the team.

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### **Team Goals:**

- ♦ Describe the goals for the year and/or future years. What does the team want to accomplish for WSRO?

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**Team Work Tasks:** How will the team accomplish the goals -with time line, if applicable

- ◆ List (bullet) tasks and when they will be accomplished - don't be afraid to put names and dates to each of the tasks.
- ◆ Recruit as necessary team members. Plan on how to get new members and when.

**Team Communication Plan:** (with each other - with board liaison)

- ◆ Consider how often the team may need to meet. (only at conferences? monthly during a certain time period?)
- ◆ Consider how the team will communicate with each other - who is responsible for each element - responsibility of team leader or member(s)?
- ◆ Determine how team will communicate. (phone tree, teleconferencing, mail, meetings, etc.)
- ◆ Process with board liaison - (come to all meetings? kept informed only?)
- ◆ Process to attract more team members if needed
- ◆ Process to communicate with the general membership

### Team Quality Process: Agreements about the team and its participants

- ◆ What is the role/responsibility of the team leader?
- ◆ How often should a team leader be selected? (How long should a team leader serve?)

- ◆ Should all team members share responsibilities and tasks equally
- ◆ Should all team members participate in a consistent manner? (if so, define)
- ◆ Does participation require presence at WSRO conferences

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#### **Other Comments**

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